



# Job Corps disABILITY News

September 2007

A RESOURCE FOR JOB CORPS DISABILITY COORDINATORS

## Disability Awareness Through Mentoring

October is National Disability Awareness Month. This is an excellent opportunity to showcase your center's recognition of the importance of accommodating and including students with disabilities in all aspects of center life. Every day, Job Corps staff members try to find new ways to support our students with disabilities. Our focus on center should not only be on finding ways to support students on center, but also finding those partnerships that empower students to be successful after they leave Job Corps. This means developing relationships with community businesses, agencies, and organizations that will be able to support the student's transition to the workforce.

Wednesday, October 17, 2007 is National Disability Mentoring Day or DMD. Sponsored by the American Association of



People with Disabilities (AAPD) in partnership with the US Department of Labor Office of Disability Employment Policy, this day offers the community an opportunity to play a very important role in building a workforce designed to be inclusive of all individuals regardless of their disability.

More importantly, DMD offers disability coordinators and their support team an opportunity to invite local community organizations and businesses to the center to discuss the need for their support in internship development, work-based learning, and disability related services.

The Able Trust, a public-private partnership foundation in Florida sponsoring disability employment fairs, grants and public awareness/education programs, has put a considerable amount of effort into making their DMD program a model for the nation. Here are just a few ideas from their website that may support your disability program, not only for the day but throughout the year.

- ❖ *Host a Career Fair and Kickoff Event*-Able Trust hosted speakers from local and national organizations, provided student workshops, and offered networking opportunities with local employers.
- ❖ *Provide Employers with Brochures on How They Can Help*-Employers may not realize how important Job Corps centers work to build a more inclusive and productive community. Encourage their collaboration with your center and invite them to provide workshops or offer shadowing days.



- ❖ *Involve Staff Who Work With Employers and Community in Activities of the Disability Team*-The disability coordinator cannot do it all. These staff can assist in the development of partnerships with the local vocational rehabilitation agency, local DMD day coordinators, and work with the career transition process.
- ❖ *Get Students Involved!* - This day could be a great way to educate students about diversity, sensitivity, and disability awareness.

The abletrust.org website also has an informative video that may give you ideas about how to plan a program.

[http://www.abletrust.org/ndmd/materials\\_video.shtml](http://www.abletrust.org/ndmd/materials_video.shtml)

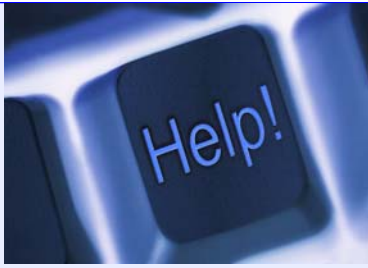
Another great resource is the National Disability Mentoring Day website, which has a list of local activity coordinators, giving you information about state and local events, a toolkit of resources to use in planning your events, and a variety of resources to support disability program initiatives.

<http://www.dmd-aapd.org/coordlist/coordlist.php>

For the last three years the Los Angeles Job Corps Center has sponsored an annual disability fair. This fair encourages student involvement through activity leadership. The fair features contests, community guest speakers, and disability organization exhibits.

Last year, Shriver Job Corps Center celebrated Disability Awareness Month with guest speaker assemblies, curriculum enhancements, lunchtime quizzes, disability bulletin boards and diversity flyers that highlighted all center activities.

Centers may also want to contact their local Business Leadership Network at [www.usbln.com](http://www.usbln.com). This organization is an employer-focused group that promotes the inclusion of people with disabilities in the workforce and marketplace. Check out the website for the states with a BLN and local representatives.



## Job Corps Resources

### Web Resources

#### Job Corps DisABILITY Website

<http://jcdisability.jobcorps.gov/>

#### Supporting Students with Learning Disabilities Website

<http://jccdrcc.jobcorps.gov/ld>

#### Mental Health Disabilities Website

<http://jcdisability.jobcorps.gov/extlnk/nkframe.htm?http%3A//jchealth.jobcorps.gov/health-topics/mhd>

#### Job Accommodation Network (JAN)

<http://www.jan.wvu.edu/>

#### Guidance for Meeting the Needs of Applicants/Students Who Are Deaf or Head of Hearing

[http://jcdisability.jobcorps.gov/html/hohe\\_overview.htm](http://jcdisability.jobcorps.gov/html/hohe_overview.htm)



#### Presentations (Located on the disability website under "New")

*Normative Culture Conference Presentation: How All Staff Can Play a Role in the Disability Program*

*Outreach and Admission: Your Role in Disability (Webinar Presentation)*

*Learning Disabilities: Tools for the Classroom and the Center*

## Upcoming Disability Webinars

Thanks to all who have participated in the disability webinars over the past few months. Your participation encourages dialogue among disability coordinators across the nation in an environment that engages attendees in learning and reflection about how to create an effective disability program. Humanitas has developed a **two-part Disability Coordinator Orientation** that will take place on the fourth Thursday of every Month at 11 am and 2 pm eastern time.

**Part I** (September 27)– Focuses on the role of the disability coordinator in the file review and reasonable accommodation process.

**Part II** (October 25 )– Emphasizes the importance of disability sensitivity among staff and students, PRH requirements (data collection, community partnerships, accessibility, etc.), and the various resources that are available through the job and other valuable sources.

All disability coordinators and co-disability coordinators are encouraged to attend.

*Note: Due to the holiday season, November's Part 1 session will be held November 15. There will be no session in December. Part II is scheduled for January 24.*

## Got Folders?

The reasonable accommodation process requires a considerable amount of documentation and follow-up in order for it to be successful for each student. Disability coordinators should maintain files in a separate cabinet similar to health record maintenance. The Job Corps Disability Website offers a wide variety of resources to support record keeping needs, including:

- Suggested File Setup
- Sample File Checklist
- Sample Accommodation Plan
- Other Potentially Necessary Documents

Once students leave the center, all accommodation related information should become part of the student's permanent record.

For more information on record keeping requirements for accommodation folders, please visit, [http://jcdisability.jobcorps.gov/html/ra\\_jc.htm#record](http://jcdisability.jobcorps.gov/html/ra_jc.htm#record).

## Regional Disability Coordinators

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## Meeting Accessibility Requirement

*Make sure the center meets accessibility requirements – Here's your checklist!*

1. Assemble a Team that includes the facility manager and a safety officer in lead roles.



2. Complete the *Checklist for Readily Achievable Barrier Removal* - <http://www.usdoj.gov/crt/ada/checkweb.htm> and *Center Self Evaluation Tool* - [http://jcdisability.jobcorps.gov/html/self\\_eval.htm](http://jcdisability.jobcorps.gov/html/self_eval.htm)
3. Develop an accessibility plan from the results of the checklist and self evaluation tool. Make any possible changes using resources currently available.
4. Update the plan at least annually.

Some centers use community resources (e.g., vocational rehabilitation agency, Center for Independent Living, Goodwill Industries) to assist in this process.